



MSHDA
MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

**735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909**

Monthly HUD Section 3 Reporting Form

Project Name: _____

City/Town: _____

Subcontractor: _____

Form Completed By: _____

Title: _____

General Contractor: _____

Date: _____

Labor Hours

All contractors and subcontractors must track all workforce labor hours spent on the project (not just Section 3 worker hours). HUD has set benchmarks/goals for Section 3 projects: 25% of the labor hours worked should be by Section 3 Workers; and 5% of the labor hours worked should be by Targeted Section 3 Workers. If a project cannot meet these benchmark/goals Part 2 of this form will need to be completed and indicate other efforts made to achieve the goals of Section 3.

Total Labor Hours

Section 3 Target Worker Hours

Section 3 Worker Hours

(see definitions at end of document)



MSHDA
MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

**735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909**

Monthly HUD Section 3 Reporting Form

Efforts Made to Reach Section 3 Workers

This section is required if, based on the labor hours above, the reporting project did not meet the safe harbor benchmarks. Check all that apply.

- ☐ Outreach efforts to generate job applicants who are Public Housing Targeted Workers.
- ☐ Outreach efforts to generate job applicants who are Other Funding Targeted Workers
- ☐ Direct, on the job training (including apprenticeships).
- ☐ Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.
- ☐ Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching)
- ☐ Outreach efforts to identify and secure bids from Section 3 business concerns.
- ☐ Technical assistance to help Section 3 business concerns understand and bid on contracts.
- ☐ Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.
- ☐ Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.
- ☐ Held one or more job fairs.
- ☐ Provided or connected residents with supportive services that can provide direct services or referrals.



MSHDA
MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

**735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909**

Monthly HUD Section 3 Reporting Form

- ☐ Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.
- ☐ Assisted residents with finding childcare.
- ☐ Assisted residents to apply for/or attend community college or a four-year education institution.
- ☐ Assisted residents to apply for or attend vocational/technical training.
- ☐ Assisted residents to obtain financial literacy training and/or coaching.
- ☐ Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.
- ☐ Provided or connected residents with training on computer use or online technologies.
- ☐ Other Specify:

Please provide detailed information on any other efforts made to reach Section 3 workers. All documentation of efforts made, and qualification of Section 3 workers must be maintained and be part of the project documentation record. This information must be made available upon request for HUD review.



735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909

Monthly HUD Section 3 Reporting Form

Definitions

Targeted Section 3 worker means:

A Targeted Section 3 worker for public housing financial assistance means a Section 3 worker who is:

- (1) A worker employed by a Section 3 business concern; or
- (2) A worker who currently fits or when hired fit at least one of the following categories, as documented within the past five years:
 - (i) Living within the service area or the neighborhood of the project, as defined in [24 CFR § 75.5](#);
 - or
 - (ii) A YouthBuild participant

If a contractor or subcontractor hires a worker who qualifies as a Targeted Section 3 worker at the time of hire that documentation should be maintained as their work hours can be claimed as a Targeted Section 3 worker for 5 years from that date.

Section 3 Worker means:

- (1) Any worker who currently fits, or when hired within the past five years fit, at least one of the following categories, as documented:
 - (i) The worker's income for the previous or annualized calendar year is below the income limit established by HUD.
 - (ii) The worker is employed by a Section 3 business concern.
 - (iii) The worker is a YouthBuild participant.
- (2) The status of a Section 3 worker shall not be negatively affected by a prior arrest or conviction.
- (3) Nothing in this part shall be construed to require the employment of someone who meets



MSHDA
MICHIGAN STATE HOUSING
DEVELOPMENT AUTHORITY

**735 E. Michigan Ave.
P.O. Box 30044
Lansing, MI 48909**

Monthly HUD Section 3 Reporting Form

this definition of a Section 3 worker. Section 3 workers are not exempt from meeting the qualifications of the position to be filled.

If a contractor or subcontractor hires a worker who qualifies as a Section 3 worker at the time of hire, that documentation of that worker's Section 3 status should be maintained as their work hours can be claimed as a Section 3 worker for up to 5 years from that date.